



## Global Youth Service Day Lead Agency

### Memorandum of Understanding

This Memorandum of Understand (MOU) is a contractual agreement between YSA (Youth Service America) and the Texas Juvenile Justice Department ("Lead Agency" or "LA") to provide each other resources in coordinating Global Youth Service Day (GYSD) 2015.

GYSD is an international event held in over 100 countries from Friday, April 17 to Sunday, April 19, 2015. YSA will collaborate with the LA in coordinating city, regional, or state based GYSD activities as defined below.

Both YSA and the LA adopt the agreements below. It is also noted that both parties can make changes, in consultation with the other party, to this MOU. In such a case all amendments or addenda to this agreement must be agreed to by both parties, made in writing, signed by both parties, and expressly made a part of this agreement. For any questions or clarifications contact Michael Cuttler, Manager of Outreach at YSA, 202-650-5059 or at [mcuttler@ysa.org](mailto:mcuttler@ysa.org).

YSA (Youth Service America) agrees to the following:

- YSA will provide a \$3000 planning grant sponsored by State Farm that can be used for staff compensation, mini-grants, project supplies, partner meetings, promotional materials and other expenses related to the planning and implementation of GYSD. Your organization has been selected to receive a \$3000 planning grant, engaging 1000 youth, and focus on 3 capacity building priority areas as detailed in the application.
- YSA will provide the LA with training, technical assistance, newsletters, webinars and consultation, with YSA's Outreach Manager.
- YSA will add a link to the LA's website on [www.YSA.org](http://www.YSA.org) and [www.GYSD.org](http://www.GYSD.org).
- YSA will provide logos (YSA, GYSD and State Farm), press and calendar release templates, GYSD talking points, and State Farm-approved promotional language to assist the LA in promoting its GYSD events.
- YSA will provide government outreach resources, including invitation and proclamation/resolution templates.
- YSA will consider Lead Agency activities for inclusion in YSA-led communications initiatives.
- YSA will provide an online project registration system on [www.GYSD.org](http://www.GYSD.org) for LA and their partners.

- YSA will prioritize the LA and their partners (if identified) when applying to YSA's grants, programs, and awards.
- YSA will provide drafts of the LA Progress Report and Final Report by November 1, 2014.

LA (Lead Agency) agrees to the following:

- LA will organize GYSD events in their area (city, region or state) between Friday, April 17 and Monday, April 19, 2015.
- LA will engage the number of youth and strengthen the priority area(s) based on the tier option the LA is awarded below:
  - Tier Option 1: \$1,000 planning grant, 500 youth engaged, 1 priority area
  - Tier Option 2: \$2,000 planning grant, 750 youth engaged, 2 priority areas
  - Tier Option 3: \$3,000 planning grant, 1,000 youth engaged, 3 priority areas
- LA will identify the priority area(s) below (based on the awarded tier option above) and collaborate with YSA and the other Lead Agencies to strengthen these area(s) as the LA plans for GYSD.
  - Recruiting first time youth service participants
  - Integrating youth voice and youth leadership
  - Cultivating partnerships and/or building a coalition
  - Developing school-community partnerships
  - Building the 4Cs and 21<sup>st</sup> century workforce skills into your programs
  - Improving visibility and marketing
  - Integrating policy and advocacy into your programs
- LA will use planning grant funds for staff compensation, mini-grants, project supplies, partner meetings, promotional materials and other expenses. However LA decides to use funds, they must be disclosed in the final report.
- LA will contribute and share its knowledge and expertise with YSA and the other LAs.
- LA will engage a minimum of 10 partners, including community-based organizations and at least one school, when planning for GYSD in their area.
- LA will plan a high-profile signature service project and/or a recognition/celebration event on GYSD (April 17-19, 2015), and invite members of the media, community leaders, public and elected officials, and VIP to participate.
- LA will utilize its own promotional partners, networks, businesses and media relationships, and resources, including its website, social media, email, newsletters, and branded flyers and posters to raise the visibility of GYSD, its partners, specific events in the LA's community, and the LA itself.
- LA agrees to inform YSA's Manager of Outreach of personnel changes to the LA contract.
- LA will promote YSA resources, grants, youth awards, programs, and training opportunities to partners, networks, schools, and youth.
- LA will brand all related service activities as Global Youth Service Day events (this can be in conjunction with other LA branding), and to brand all promotional materials with the GYSD and State Farm logos (in addition to other LA relevant logos)

- LA will distribute to its GYSD partners YSA's press release templates, social media messaging, visibility and marketing resources, and encourage the partners to promote YSA to its own media contacts.
- LA agrees to ensure that their and their partners' GYSD events are registered on [www.GYSD.org](http://www.GYSD.org) by Monday, March 23, 2015. LA agrees to share this link with their partners to ensure all GYSD projects are registered.
- LA agrees to complete the Lead Agency Program's progress report by Monday, February 16 and the final report by Monday, May 11, 2015.

**LIMITATION OF LIABILITY:** To the extent allowed by law, Grantee agrees and acknowledges that in no event shall State Farm, YSA, their directors, officers, employees, affiliates, or agents be liable for indirect, special, incidental, or consequential damages of any kind arising from or relating to the service project contemplated by this MOU, even if YSA is expressly advised of the possibility of such damages. In no event shall YSA's liability under this MOU for damages exceed the amount of the grant under this MOU. Some jurisdictions may not enforce such limitations; therefore, this provision is enforceable to the full extent permitted by applicable law.

**MERGER:** This MOU encompasses the complete and entire agreement of the Parties and completely replaces any prior agreement purportedly entered into by the parties regarding the same subject matter and period of performance. Neither Party has made or relied on any representations, stipulations, or agreements other than those expressly contained in this MOU.

**The MOU must be signed by someone authorized to approve the MOU. The below signature will serve as your organization's agreement to the MOU.**

The individuals signing this MOU represent and warrant that they are authorized to sign this document on behalf of their respective parties and to bind their respective parties under this MOU.

For The Texas Juvenile Justice Department:

For Youth Service America:

Charles B. Reilly for D. Reilly  
David Reilly, Executive Director

A. Villalobos, Amanda Villalobos, VP of Operations  
[Name and title]

3/25/15  
Date

3/27/15  
Date